



**REQUEST FOR QUALIFICATIONS (RFQ)
NOTICE
FOR THE
STATE OF CALIFORNIA
Department of Transportation
NUMBER 04A2200**

Note: Address all questions concerning the Request for Qualifications (RFQ) in writing to the attention of Rhonda M. Pile at Rhonda_Pile@dot.ca.gov You may also reach the analyst directly by telephone at (916) 227-3216. Consultants contacting the District or Division directly seeking information about the RFQ may jeopardize the integrity of the selection process and risk possible disqualification.

Read carefully, this document has been revised as of 9/21/04.

I. GENERAL INFORMATION

- A. The State of California, Department of Transportation (Department) is soliciting Statements of Qualifications (SOQs) from qualified firms that may lead to the award of a contract for Construction Administration Support Services. A more detailed description can be found in Section II of this RFQ.
- B. The estimated contract amount is \$5,000,000 - \$9,999,999.
- C. The estimated contract term is 28 months.
- D. A Disadvantaged Business Enterprise (DBE) participation goal of 25% is required for this contract.
- E. Federal and or State prevailing wage rates may apply. This requirement, if applicable, will be specified in the draft contract.
- F. The Department does not guarantee either expressly or by implication, that any work or services will be required under any contract issued as a result of this RFQ.
- G. A Pre-award Audit will be performed on any contract issued as a result of this RFQ.
- H. The fee for profit shall not exceed 8%.

- I. Consultant salaries shall not exceed the actual rates in effect at the date of the California State Contract Register (CSCR) advertisement for this RFQ Notice.

II. SCOPE OF WORK/DELIVERABLES

A. Description of Required Services

The Consultant shall perform professional and technical construction engineering services on an on call basis to support the development and construction of proposed State transportation facilities. The Department's Contract Manager shall assign specific tasks to the Consultant through the issuance of Task Orders. Task Orders may include, but are not limited to, construction inspection, construction office engineering, industrial hygiene review and procedure development, monitoring and enforcing labor compliance, field office computer system maintenance and support, and other construction engineering services listed below under Caltrans Work Breakdown Structure (WBS). The standard Caltrans WBS is on the Internet at http://www.dot.ca.gov/hq/projmgmt/pm_scope.htm.

510-515 CONSTRUCTION OFFICE

230.60.	Review and Update Project Information for PS&E Package
240.90.30	Review Draft Plans, Specifications, and Estimate
265.25.	Respond to Inquiries & Open Bids
270.05.	Prepare Resident Engineer's File
270.20.	Perform Construction Engineering Work
270.20.01.10	Review Project Plans, Special Provisions, and Estimate
270.20.01.25	Review Contractor's Falsework Submittals
270.20.01.30	Review Contractor's Trenching & Shoring Submittals
270.20.01.40	Review Cost Reduction Incentive Proposals (CRIPS)
270.25.01.10	Set up Construction Project Files
270.25.01.15	Conduct Pre-Construction Meeting
285.05.01.05	Determine Need for CCO
285.05.01.10	Design and Prepare Draft CCO
285.05.01.15	Process CCO for Approval
285.10	Provide Functional Support
295.15	Prepare As-Built Plans
295.20	Prepare Project History File
295.25	Prepare Final Report/Prepare Design Feedback information for Close-Out Meeting

516-584 FIELD CONSTRUCTION

240.90.30	Review Draft Plans, Specifications, and Estimate
270.20.01.05	Prepare Resident Engineer's File
270.20.01.10	Review Project Plans, Special Provisions, and Estimate
270.20.01.15	Determine Contract Pay Quantities
270.20.01.20	Determine Lines and Grades Control
270.20.01.25	Review Contractor's Falsework Submittals
270.20.01.30	Review Contractor's Trenching & Shoring Submittals
270.20.01.35	Review Shop Plans
270.20.01.40	Review Cost Reduction Incentive Proposals (CRIPS)
270.20.01.45	Review Contractor's Water Pollution Control Program
270.25.	Perform Construction Contract Administration Work

270.25.01.15	Conduct Pre-Construction Meeting
270.25.01.20	Prepare Progress Pay Estimates
270.25.01.25	Prepare Weekly Statement of Working Days
270.25.01.30	Maintain Construction Project Files and General Field Office Clerical Work
270.25.01.40	Approve Subcontractor Substitutions
270.25.01.45	Coordination
270.30.	Inspect Contract Item Work
270.30.01.10	Inspect Contractor's Work for Compliance
270.30.01.15	Review and Document Contractor's Operations Relative to Safety Requirements
270.30.01.20	Prepare Daily Diary of Contract Operations
270.35.01.05	Sample and Test Materials for Quality Assurance
270.40	Perform Safety and Maintenance Reviews
270.45	Process Relief from Maintenance and Responsibility
270.50	Prepare Certificate of Compliance with Environmental Mitigation Requirements
270.55	Perform Field Inspection and Recommend Contract Acceptance
270.60	Administer Plant Establishment
285.05	Prepare and Process CCO's
285.05.01.05	Determine Need for CCO
285.05.01.10	Design and Prepare Draft CCO
285.10	Provide Functional Support
295.30	Process Final Estimate

B. Schedule of Performance

Services and deliverables will be completed and delivered as specified in each Task Order.

C. Location of Work

The construction engineering work will be performed on projects to improve the State's transportation system in the following nine Bay Area counties; Alameda, Contra Costa, Marin, Napa, San Francisco, Santa Clara, San Mateo, Solano, and Sonoma. However, Devil Slide Tunnel Projects and the following toll bridge projects are excluded; Benicia-Martinez, Carquinez, Richmond-San Rafael, and San Francisco-Oakland Bay Bridge. The specific location of the construction engineering work to be performed will be stated in each Task Order.

D. Standards

1. All work shall be performed in accordance with current Caltrans Manuals and their current revisions. Work not covered by the Caltrans Manuals shall be performed in accordance with accepted professional standards.
2. The Department's Contract Manager, in cooperation with the District/Regional Area Construction Engineer, shall decide all questions which may arise as to the quality or acceptability of deliverables furnished and work performed for this contract.
3. The minimum standard of work quality shall be that of similar construction engineering work performed by the State.
4. Additional standards for specific construction engineering work may be included in a Task Order. If such standards conflict with the standards specified herein, the Task Order standards shall govern.

E. Availability and Work Hours

1. The Consultant shall begin the required construction engineering work within three working days after receiving a fully executed Task Order. Once the work begins, the work shall be prosecuted diligently until all required work has been completed satisfactorily.
2. Construction engineering work shall not be performed when conditions prevent a safe, efficient operation.
3. Unless otherwise specified in the Task Order or directed by the Department's Contract Manager, the normal workweek shall consist of 40 hours.
4. Overtime may be required. However, overtime shall be worked only when directed in writing by the Department's Contract Manager or specifically required by the Task Order.

F. Personnel Requirements

The Consultant's personnel shall be capable of performing the types of construction engineering work described above in "Required Services" with minimal instructions.

1. The Consultant's Project Manager shall coordinate all construction engineering matters with the Department's Contract Manager, in cooperation with the District/Regional Area Construction Engineer. The Project Manager shall be accessible to the Department's Contract Manager at all times during normal State working hours. In addition to other specified responsibilities, the Project Manager shall be responsible for all matters related to the Consultant's personnel and construction engineering operations, including:
 - a. Reviewing, monitoring, training, and directing the Consultant's personnel.
 - b. Assigning personnel to complete the required Task Order work as specified.
 - c. Administering personnel actions.
2. Lead Assistant Resident Engineers must be knowledgeable and experienced in the following:
 - a. Equipment used in inspection, surveying, and construction office engineering.
 - b. Computers, computer applications, and computer software programs such as Microsoft Word, Microsoft Excel, Primavera Project Planner, and Scheduler Analyzer Pro or equivalent.
 - c. Principles of effective communication and supervision.
 - d. A lead worker's role in safety matters.
 - e. Minimum of three (3) years of construction inspection experience with a minimum one (1) year role as a lead worker.
 - f. Construction schedules and claims.
3. Assistant Resident Engineers shall be capable of assisting the Department Resident Engineer in all aspects of required field and office construction engineering work including but not limited to:
 - a. Inspection of construction operations
 - b. Inspection of traffic control system compliance
 - c. Critical Path Method Schedule analysis: and
 - d. Water Pollution Control Program (Storm Water Pollution Prevention Plan) enforcement.

4. Construction Office Engineers shall be capable of assisting the Department Resident Engineer in all aspects of required office construction engineering work including setting up and maintaining project files, writing contract change orders, processing required documents and progress payments, as necessary.
5. Industrial Hygienists shall have the following certificate and be knowledgeable and experienced in the following:
 - a. Certification from American Board of Industrial Hygiene.
 - b. Review and development of construction operation industrial hygiene procedures.
 - c. Safety matters in highway and bridge construction operations.
6. Labor Compliance Officers shall be knowledgeable and experienced in the following:
 - a. Prevailing Wage Laws and Regulations.
 - b. Monitoring and enforcing labor compliance.
7. Computer Technicians shall be knowledgeable and experienced with a minimum of two (2) years of system network maintenance and support experience

G. License Registration Requirements

1. Consultant's Project Manager shall be a Registered Civil Engineer in the State of California.
2. Lead Assistant Resident Engineers shall be a Registered Civil Engineer in the State of California.

H. Equipment Requirements

1. The Consultant shall have adequate office equipment and supplies to complete the required construction engineering work. Such equipment and supplies may include, but not be limited to; computers, printers, plotters, fax machines, and calculators.
2. The Consultant shall have adequate field equipment and supplies to complete the required field construction engineering work. The equipment and supplies for each field construction engineer shall include, but not be limited to, the following:
 - a. A truck suitable for the work to be performed and terrain conditions of the project sites. Trucks shall be fully equipped with all necessary tools, instruments, and supplies required for the efficient operation of a field engineer. Each vehicle shall have an overhead flashing amber light.
 - b. Safety equipment including hard hat, hard-soled boots, eye protection, and an approved vest as appropriate for the requested field engineering work.
 - c. Cellular phone compatible with District 4 Construction Office.

I. Field Safety

In addition to the requirements specified elsewhere in this contract, the following also shall apply:

1. The Consultant's construction engineering personnel shall comply with all safety provisions of the Caltrans Safety & Traffic Manuals.

2. The Consultant's construction engineering personnel shall wear white hard hats, eye protection, and approved safety vests at all times while working in the field.
3. The Consultant shall provide appropriate safety training for all field personnel, including training required for construction engineering on and near highways.
4. The Consultant shall provide all safety equipment.

J. Deliverables

Unless otherwise specified in the Task Order, the deliverables shall conform to the following:

1. Written documents shall be submitted in both hardcopy and electronic files on State approved forms and in the Department's approved format (Microsoft Word).
2. All construction engineering final documents shall be delivered to the State in word processing documents in Microsoft Word and spreadsheets in Microsoft Excel.

K. Traffic Control Systems

The Consultant's field construction personnel shall be capable of reviewing, inspecting, and approving traffic control systems, including lane closures, in accordance with the Department's standards and the requirements. Personnel whose work involves reviewing, inspection, and approving traffic control system work shall have a minimum one (1) year of experience in such work.

L. Materials to be Provided by the State

The State shall provide the Consultant materials necessary to complete a Task Order. When applicable, the following materials will be provided to the Consultant.

1. Existing documents, if any, applicable to the current project within the project limits.
2. Project special provisions, full-size and reduced-size sets of project plans, materials information handout, and contract and proposal, as necessary.
3. State construction forms as necessary, including electronic or hardcopy (as specified by the resident engineer) daily diary forms.

M. Materials to be provided by the Consultant

Unless otherwise specified herein or in the Task Order, the Consultant shall provide all materials to complete the required construction engineering work. The Consultant shall provide to their construction engineering personnel sets of Standard Specifications and Standard Plans that are applicable to the current project.

N. Monitoring and Review Procedure

1. The Department's Contract Manager shall have the right to monitor and review the progress and/or processes of the Consultant.

2. Lead Assistant Resident Engineers and Assistant Resident Engineers, shall prepare daily diary reports of construction operations. Construction Office Engineers, Construction Claims Engineers, Construction Schedule Analysts shall prepare a brief report of daily office operations. The reports shall be prepared on State provided forms and shall be prepared daily at the end of the day's work.

O. Product Approval and Payment

1. All construction engineering deliverables produced by the Consultant as specified by the Task Order shall be subject to the approval and acceptance by the Department's Contract Manager.
2. In the event of non-acceptance due to errors or omissions, the Consultant shall make corrections prior to payment.
3. Construction engineering work that does not conform to the requirements specified herein and the applicable Task Order will not be compensated.

P. Conflict of Interest

1. All construction engineering deliverables produced by the Consultant shall be free of any conflict of interest and shall be subject to the approval and acceptance by the Department's Contract Manager.
2. In the event of a conflict of interest, the Consultant shall provide replacement deliverables prior to payment. If replacement deliverables are not possible, the Consultant shall not receive compensation. An example of conflict of interest is Design & Construction work on the same project.

III. SUBMISSION OF STATEMENT OF QUALIFICATIONS (SOQs)

A. **IMPORTANT:** Download "Statement of Qualification Submittal Instructions and General Contract Process Information" from: <http://Caltrans-opac.ca.gov/aeinfo.htm> Failure to follow these instructions may result in rejection of your SOQs.

B. SOQ Package Submittal Requirements

1. Eight (8) copies of the SOQs containing all the indicated information shall be submitted. FAX copies will not be allowed. SOQs will be accepted until **3:00 p.m. on October 25, 2004**, and must be directed to:

State of California
Department of Transportation
Administration
Division of Procurement and Contracts - MS-67
Attention: Rhonda M. Pile
1727 30th Street
Sacramento, CA 95816-7006

Telephone: (916) 227-3216

2. The SOQs must be submitted in a sealed package labeled as follows:

- RFQ Number 04A2200
- Submittal deadline 3:00 p.m. October 25, 2004.
- Marked "DO NOT OPEN"

3. If your SOQ package is hand delivered, you must date and time stamp it immediately upon arrival. The date/time stamp machine is located in the lobby of the first floor to the right of the security guard station at the address noted above. Date/time stamp one of the labels provided and attach it to all SOQ packages. Ask the security guard to call the Division of Procurement and Contracts' reception desk at (916) 227-6000 to have your SOQ package picked up by Contracts' staff.

C. Request for Additional Copies

Copies of this RFQ may be requested by contacting the State of California, Department of Transportation, Division of Procurement and Contracts Bid Line at (916) 227-6075. You may leave a recorded message or send your FAX request to (916) 227-1950. You must include the RFQ solicitation number.